

CPN INSTRUCTIONS FOR AUTHORS

The style of CPN has been, is, and will be a moving target. This document provides the current standard. The technical details of CPN layout are directed primarily to authors of scholarly and technical contributions.

General considerations

- All material submitted for publication must be original, written by the listed authors, and unpublished. A machine cannot be an author but may assist in language translation.
- All submissions must be in electronic form.
- All submissions must have a title.
- Document files should be in Microsoft Word (.docx), rich text format (.rtf), ASCII text (.txt) or the body of an email.
- The corresponding author must provide an email address.
- Include a list of all authors. We may request an e-mail from each author confirming they wish to be listed as an author.
- Contributions should include postal addresses for all authors and email addresses for at least the corresponding author. If the postal address is a private residence, the city, state, and country is sufficient.
- CPN is an English language journal. American and British spelling is accepted. Spelling should be consistent in an article.
- Metric units must be used in scholarly articles and cultivar descriptions. US measurement units may be used in general interest articles.
- If copyrighted material is submitted, it must be accompanied by a written expressed license to reproduce it in *Carnivorous Plant Newsletter*, signed by the copyright holder.
- Manuscripts which report on activities that involve field collection should specify the permits that were required to allow the work to be completed. If no permits (beyond, for example, simple park access passes, etc.) were required, a simple statement to that effect can be substituted. This information should be included at the end of the article, along with other "Acknowledgements", if any. Examples are: "No special permits were required to visit the sites described in this paper", "Permission to visit this site was given verbally by the owners," "Permission to visit this site and collect plants was granted by Lassen Volcanic National Park, permit #LAVO-2005-SCI-0009."
- Editors may make suggested changes to manuscripts. Authors may reject suggestions or make alternate revisions. The intent is to maximize the understanding and impact of the article. Concise and clear writing will result in the minimum number of editorial changes.
- The editors may request external peer reviews for scholarly articles. If certain external peers should be excluded from the reviewing process, this must be stated in a cover letter.
- Submission of materials to *Carnivorous Plant Newsletter* for publication is with the understanding that the ICPS will retain nonexclusive unlimited rights to it. The materials may be republished on the ICPS website or other ICPS publications. Credit to the authors will always be given. Contact the editors for instructions if you wish to reprint an article that appeared in *Carnivorous Plant Newsletter* in another journal.

- Contributions should be submitted by email to editor@carnivorousplants.org. E-mail messages must be less than 20 MB. If parts of the contribution are too large to send via e-mail, please contact the editor for alternatives.

Text

- An abstract or short summary is required at the beginning for all articles other than cultivar descriptions and announcements to the membership.
- Full citation of all references quoted in the text must be provided in a references section following the text of the manuscript.
- All illustrations, diagrams, and tables must include descriptive captions. Include these captions at the end of the manuscript.
- A species names must always contain the genus name or first initial of the genus. Usually, the first reference to a species in each genus will contain the full genus name and subsequent references to species in that genus have the initial of the genus. If there is possibility confusion, the complete species name should be used.
- The use of titles, honorifics, job titles, and credentials are not appropriate in scholarly articles. This is in accordance with standard usage in scientific journals. The use of titles is strongly discouraged in general interest articles unless the titles are relevant to the subject of the article. This includes Mr., Mrs., Ms., Mx., Dr., Professor, PhD, etc.
- Footnotes are discouraged for situations where the information can be worked into the text naturally.
- Please see *recent* articles of the type submitted for general formatting requirements at <https://cpn.carnivorousplants.org>. The text of submissions does not need to be formatted as it will appear in CPN.

Layout

- Issues of CPN must be a multiple of four pages. Editors will allocate a number of pages for each article and may need to combine figures or request additional figures to make the articles fit within the space constraints.
- CPN pages can be laid out either two-column with each column slightly less than 2¹/₂ inches (62 mm) wide or one-column of slightly less than 5 inches (125 mm) wide. The page height is slightly more than 7¹/₂ inches (193 mm). Plan figures and tables accordingly so they will be legible in the printed version.
- Tables and figures may be printed sideways but doing so is strongly discouraged.

Figures

- Photos, figures, and diagrams should be submitted electronically.
- Figure file names should be numbered so they match the figure legends on the manuscript.
- Figures without supporting text are discouraged.
- Editors may combine images into a single figure owing to layout constraints.
- Authors should consider the aspect ratio of the figures so that they are legible on CPN pages. Photos should be cropped, and the brightness adjusted to make the subject most legible and

to appear as seen by the photographer. CPN editors can do this for the authors and may make additional adjustments of submitted figures.

- Full page figures with a four to six line legend should have an aspect ratio of 3 wide by 4 high (1:1.33). This is a standard photo size. If the figure legend is less than four lines, the photo should be cropped at the sides to have an aspect ratio of about 2.94 wide by 4 high (1:1.36) removing 0.02 of the width. There is no guarantee figures intended to be full page will actually be printed full page. Figures intended to be half or quarter page should be cropped accordingly. The editors are happy to crop the photos to fit or have the most impact.
- CPN needs front and back cover images. Possible cover images may be submitted with articles. Editors may request an additional photo or a larger version of a submitted photo that can be cropped to the needed aspect ratio. In cropping the images, keep in mind that the right and bottom edge of the front cover photo will extend beyond the finished cover. For the back cover image, the top, right side, and bottom will be trimmed after printing. Front cover photos need to have an aspect ratio of about 6 wide x 7.25 high (1:1.21). Back cover photos need to have an aspect ratio of about 2 wide by 3 high (1:1.5). The editors will crop photos to fit these specifications if necessary.
- Submitted images should be at least 400 pixels per printed inch (160 pixels per cm). What matters is the number of pixels, not the stated pixels per inch of the photo itself. Adjusting the pixels per inch of a photo will have no effect on the final product. This means submitted photos should be more than 2000 pixels wide for full page width figures or more than 1000 pixels wide for half page width figures. Cover photos should be at least 2400 pixels wide. This will translate into files for full page images being on the order of 3.5 MB or larger depending on the image complexity and JPG compression. Smaller figures can have proportionally smaller files. Sending monstrous files will not result in better quality images in the final issue or PDF.

Typical figure legends:

Figure 4. *Utricularia dunlopiae*, Howard Springs, Northern Territory.

Figure 8. Detail of flowers (A) *Utricularia albertiana*, (B) *U. antennifera*, (C) *U. capilliflora*, (D) *U. dunlopiae*, (E) *U. dunstaniae*, (F) *U. lowriei*. Photo (E) by Greg Bourke.

- Figure legends should stand alone. The first use of a species name within a genus must contain the full genus name. References to locations and other specific information should be complete.
- In single author articles, photos or images by the author are not acknowledged in figure legends.
- (A), (B), etc. refer to individual photos within a composite image. (1), (2) or (a), (b) may be used and do not need to be consistent within an article.
- Typically use "photo" for simple photos. For heavily processed images such as focus stacked photos, use "image".

Tables

Typical table:

Table 1. A summary of the known *Nepenthes* of Peninsular Malaysia.

Species	Elevational range (m)	Distribution
<i>N. alba</i>	1400–2187	Peninsular Malaysia
<i>N. albomarginata</i>	0–1100	Borneo, Peninsular Malaysia, and Sumatra
<i>N. kerrii</i> *	150–700	Peninsular Malaysia (Langkawi) and Thailand
<i>N. sericea</i>	900–2150	Peninsular Malaysia

* The presence of this species in Peninsular Malaysia is based on a population occurring on Langkawi Island, in the Malaysian state of Kedah. This island taxon, clearly a member of the Indochinese *Nepenthes thorelii* aggregate, is tentatively identified as *N. kerrii* following Clarke (2018).

References

Typical references:

References

- Brittnacher, J. 2012. Butterfly Valley *Drosera* × *hybrida* removal.
<https://www.carnivorousplants.org/conservation/projects/ButterflyValley>
(accessed 5 July 2021).
- Cox, D.R., and Small, N.J.H. 1978. Testing multivariate normality. *Biometrika* 65: 263-272.
<https://doi.org/10.1093/biomet/65.2.263>
- Lampard, S., Gluch, O., Robinson, A., Fleischmann, A., Temple, P., McPherson, S., Rocchia, A., Partrat, E., and Legendre, L. 2016. *Pinguicula* of Latin America. Redfern Natural History Productions, Poole.

- The access date should be in the form 5 July 2021. The use of dates of a form similar to 07.05.2021 are ambiguous because it could be read as 5 July or 7 May.
- All references with a DOI must include the DOI links. DOIs may be found on the Crossref website <https://apps.crossref.org/SimpleTextQuery> if they are not listed in the original article.